

## G. PROFILE OF THE INSTITUTION

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### 1. DEGREE & CERTIFICATE PROGRAMS

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#### ASSOCIATE IN ARTS (A.A.)

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The associate in arts (A.A.) degree nomenclature is appropriate for programs in the liberal arts, humanities, or fine and performing arts; such programs are transfer-oriented. For A.A. degrees, general education courses should total no fewer than 45 semester credit hours or equivalent.

#### Associate in Arts Degree Programs (A.A.) (Liberal Arts Options)

Business Administration  
Child Development/Child Care  
Communication  
Digital Design  
Education  
History  
Humanities  
Liberal Arts  
Literature  
Performing Arts  
Philosophy  
Psychology  
Social Science  
Sociology  
Studio Art

## ASSOCIATE IN SCIENCE (A.S.)

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The associate in science (A.S.) degree nomenclature is appropriate for programs in mathematics, the sciences, business, or in allied health fields if the program is intended as pre-baccalaureate work; such programs are transfer-oriented. General education courses for the A.S. degree should total no fewer than 30 semester credit hours or the equivalent.

### Associate in Science Degree Programs (A.S.)

Biology Option (Science and Mathematics)

Business Administration

Chemistry Option (Science and Mathematics)

Computer Information Systems

Corrections Option (Criminal Justice)

Criminal Justice

Economics Option (Business Administration)

General Studies

Human Services

Mathematics Option (Science and Mathematics)

Paralegal Studies

### ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

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The associate in applied science (A.A.S.) degree nomenclature is appropriate for programs that emphasize career preparation in the applied arts and sciences, typically at the technical or semiprofessional level. Such programs are designed to prepare students for job entry at completion of the program, notwithstanding any articulation agreements with four-year programs that may be in effect for a particular A.A.S. program. General education courses shall total no fewer than 20 semester credit hours or the equivalent.

#### Associate in Applied Science Degree Programs (A.A.S.)

Accounting  
Accounting Information Systems Option (Accounting)  
Baking and Pastry Option (Culinary Arts)  
Business Administration  
Business Management Option (Technical Studies)  
Computer Programming  
Computer Systems Support  
Computing for Small Business Option (Office Systems Technology)  
Culinary Arts  
Database Design and Development Option (Computer Programming)  
Food Service Management  
Health Professions Option (Technical Studies)  
Hospitality Management  
Microsoft Certified Systems Engineer Option (Technical Studies)  
Nursing  
Office Systems Technology  
Paralegal Studies  
Respiratory Therapy  
Technical Studies  
Web Technologies Option (Computer Systems Support)

## CERTIFICATE PROGRAMS

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Certificate programs contain fewer semester credits than degree programs and certify students in a particular employment area. Credits earned through a certificate program may be applied to an associate degree in a related field or in general education. The certificate program shall consist of 30-36 semester hours, which includes general education courses of 6 semester credit hours or the equivalent.

### Certificate

Business Paraprofessional Management

## PROFESSIONAL SERIES PROGRAMS

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The Professional Series are groups of selected courses in related subject areas which provide students with entry-level skills for specific jobs. Each series can be taken on a part-time basis, with many courses being offered online. Students can complete many of the series in less than a year; others have certain sequence courses, which may take longer. Students begin and end a series at their own pace. Upon completion of a series, students receive a letter of recognition from the College. All credits earned may be applied toward an associate degree in one of Atlantic Cape's degree programs.

### Professional Series Programs

Accounting Specialist  
Addiction Counseling Specialist  
Aesthetics Series  
Baking and Pastry Specialization  
Bilingual Office Assistant Specialist  
Catering Specialization  
Child Development Associate (CDA)  
Civics Series  
Computer Security Specialist  
Computerized Accounting Specialist  
Desktop Publishing Specialist  
Educational Office Specialist  
Electronic Business Professional  
Entrepreneur Business Specialist  
Food Service Management Specialization  
Help Desk Specialist  
Hospitality Marketing Professional  
Hot Food Specialization  
Human Resources Professional  
Legal Office Specialist  
Medical Office Specialist  
Microsoft Office Specialist  
Multimedia Specialist  
Office Assistant Specialist  
Office Automation Specialist  
Office Professional Specialist  
Office Receptionist Specialist  
PC Specialist  
Records and Information Management Specialist  
Restaurant Supervision Professional  
Small Business Management Specialist  
Visual Communication Professional  
Web Design Professional

## CONTINUING EDUCATION

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Atlantic Cape Community College provides a wide range of educational and training programs to meet the needs of individuals and businesses in the Atlantic/Cape May region. For those new to the workforce or looking to enhance personal skills, Atlantic Cape provides learning opportunities to students at many sites throughout the two counties. Partnerships with local business and industry ensure that both the companies' need for skilled workers and the individual's need to increase skills are met. Continuing education programs and collaborations include:

### Career Training Certificate Programs

Career Training Certificate Programs prepare students for entry-level positions in a variety of demand occupations. Career Training Programs are designed to help one obtain the skills and accreditations necessary to begin a new career or change careers in a few months. Experienced teachers utilizing modern, state-of-the-art equipment provide students with a well-rounded curriculum designed to successfully obtain employment. Upon successful completion, college credit is awarded for most Career Training Programs.

Career Training Programs include:

- Computer Technical Solutions Series
- A+ Certification
- Net+ Certification
- Network Administration
- Microsoft Office 2007 with Quickbooks
- Microsoft Certified IT Professionals (MCITP)
- CISCO Certified Network Assistant
- Web Design Professional
- Bookkeeping with Computer Applications
- Office Technology Specialist
- Culinary Arts Program
- Geospatial Certification

Atlantic Cape Community College is a Microsoft IT and Cisco Academy. Affiliation with both academies enables learning institutions to connect the world of education to the world of work by enabling faculty and students to acquire new technology skills in an academic setting. Cutting-edge curriculum and cutting-edge software tools provide students with experience in real-world challenges in the classroom environment.

### Casino Career Institute

The Casino Career Institute (CCI), located in the Worthington Atlantic City Campus at 1535 Bacharach Boulevard in Atlantic City, provides services to the people and gaming

industry of Atlantic County. It has been approved by the NJ Department of Higher Education and licensed by the NJ Casino Control Commission.

More than thirty years ago, Atlantic Cape Community College founded CCI in response to the advent of gaming in the state of New Jersey. This resulted in CCI becoming the first gaming school in the nation affiliated with a fully accredited community college. Since that time, CCI has prepared more than 50,000 people for positions in slot technology, surveillance, security, and table games and created successful customized training programs for incumbent workers in the industry.

CCI graduates are recognized and employed around the world at all levels in the industry. Our instructors are recognized experts in the field and provide leading edge training supported by a high quality and effective curriculum. CCI works closely with professionals in the industry to craft customized training and consulting services to meet employer and worker needs. CCI has become a recognized educational leader that has developed formal partnerships with other educational institutions and government agencies around the world.

#### Institute for Service Excellence

In March 2007, the Institute for Service Excellence opened as an Atlantic Cape partnership with the New Jersey Department of Labor and Workforce Development, the Atlantic Cape May Workforce Investment Board (WIB), the National Retail Federation, the Casino Reinvestment Development Authority, and Kravco-Simon Development Company. The Institute for Service Excellence (ISE) provides retail, tourism, hospitality, and other service industry employers with access to training programs that focus on the challenges of attracting and retaining a diverse and talented workforce. The Institute works closely with area employers for job placement services. The Institute is located at 4403 Black Horse Pike on the second floor in the Hamilton Mall and trains workers for the high-growth hospitality and emerging retail industries. The Institute includes two classrooms, a computer lab, conference room, resource room and offices. The Institute provides ESL and retail, sales and service training to unemployed and underemployed individuals and workers seeking to advance their skills. The Institute is a licensed testing site for the National Certification in Customer Service.

#### Adult Basic Skills/Literacy

The program delivers educational services for adults who lack the basic skills necessary for literate functioning, productive employment, effective parenting and citizenship in Atlantic and Cape May counties. Courses include Adult Basic Education, GED Preparation and English as a Second Language integrated with Civics Education.

### Health Professions Institute Facility (HPI)

HPI opened in 2008 and occupies approximately 5,600 square feet of the more than 9,000 square feet of renovations on the first floor of the Worthington Atlantic City Campus. The Institute includes a science lab, lecture classrooms and a computer center. Students receive comprehensive allied and auxiliary health training for a number of health care careers, such as Surgical Technician, Certified Nurse Aide, Medical Terminology, Phlebotomy, Clinical Medical Assistant and Medical Administrative Office Specialist.

The Institute was funded by a \$1.2 million capital grant from the U.S. Department of Commerce and \$1.8 million in state and Atlantic County funds, plus approximately \$350,000 from the Casino Reinvestment Development Authority for the A & E expenses. The project also was backed by the Atlantic Cape May WIB Healthcare Partnerships and executives in the healthcare industry.

The creation of the Health Professions Institute came in response to the growing demand for skilled healthcare workers in the region. By 2010, there were expected to be healthcare jobs created in New Jersey, according to the NJ Department of Labor and Workforce Development. Nearly 10 percent of all workers in Atlantic and Cape May counties will be employed in the healthcare sector. The Health Professions Institute improves opportunities for individuals to acquire skills for these demand occupations with high wage potential, benefits and career mobility. The programs prepare students for the necessary certification exams and/or entry-level positions in their selected field as well as articulated credit in Atlantic Cape health programs.

### Training Services for Business

Atlantic Cape's Office of Corporate Training delivers training programs and targeted consulting to businesses and organizations in Atlantic and Cape May counties, and helps employers meet the demands of an increasingly challenging and competitive market. Any professional development course or computer workshop offered by Atlantic Cape can be customized to an organization's specifications. The Office of Corporate Training also provides comprehensive needs assessments and assistance with customized training applications to the NJ Department of Labor and Workforce Development.

### Professional Development and Personal Enrichment

Atlantic Cape provides courses to meet the educational training and personal and professional development needs of Atlantic and Cape May county residents. Community education programs offer a wide range of workshops and seminars to help professionals enhance their skills or learn new ones. Personal enrichment classes are offered; from learning the latest dance moves to buying a computer or mastering the



newest software applications. Classes are offered evenings and weekends at all three college sites and at various locations throughout Atlantic and Cape May counties.

- Club 60 Plus offers topical workshops and seminars designed to enhance the personal, professional and social lives of senior citizens living in Atlantic and Cape May counties. The college conducts workshops at convenient locations throughout the region where participants enjoy quality instruction and state of the art facilities.
- The Green Education Institute provides education and training to realtors, contractors, construction workers, architects, electricians, designers, builders, municipal officials and those who seek an understanding of green building principles, methodologies and sustainability for professional or personal interest.

### Tech Prep Program

The Tech Prep program is designed to provide students continuity of learning and educational opportunities. It combines secondary and post-secondary education programs, through a formal articulation agreement, providing a program of studies leading to an associate degree. In addition, it focuses on the design of a strong academic and technical secondary program preparing high school students to continue their education at a two-year college. The procedure to be followed and the criteria for eligibility have been established and agreed upon by the participating schools.

The Atlantic Cape policy requires that high school students complete assigned course work at a designated mastery level. The courses will be applied to the specific degree program in which they were articulated. The credits are applied to the student's transcript immediately upon matriculation to the degree program. Programs in which courses have been articulated are: Accounting, Allied Health, Child Development/Child Care, Computer Information Systems, Criminal Justice, Culinary Arts, Hospitality Management and Office Systems Technology.

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## 2. OTHER

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### REGIONAL ATLANTIC CAPE COLLABORATIONS

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- 2009-present Geographic Information Systems (GIS) Workforce Education Project of Southern New Jersey, a partner between Atlantic Cape and various area schools, community employers and organizations.
- 2002-2007 The Borgata Resort and Spa Casino – **Atlantic City Jobs and Opportunities Program**, job readiness and literacy instruction.
- 2005-present **Institute for Service Excellence** with NRF, Kravco-Simon, Atlantic Cape May WIB, NJ DOL and Workforce Development, CRDA, employer partners (Macys, Target, and Ecolab, among many others).
- 2004 **Retail Industry Potential Worker Training** for 288 new workers including English as a Second Language, Job Readiness and Sales/Customer Service training.
- 2003-2006 **Robert Wood Johnson New Jersey Health Initiative** 3-year planning grant to enhance workforce supply of registered nurses.
- 2003-2004 **US DOL Bilingual Culinary** training program collaboration with Nevada Partners, Las Vegas. Training incumbent workers to move up the career ladder.
- 2001-2003 **SJ HOPE** – Trained and placed over 900 new workers in the hospitality industry, trained more than 1,300 incumbent workers in career ladder programs, established an employer-based technology center at Caesars Atlantic City.
- 2001 **Atlantic City Partners** – US DOL grant to build regional industry-wide collaboration for recruitment and placement in the hospitality industry.
- 1998-2001 **Atlantic City First** – 1,000 potential workers trained and placed in the area's hospitality industry.
- 1992-present: **Casino Consortium** – More than 30,000 incumbent workers trained in hospitality industry alone.

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REGIONAL/GLOBAL COLLABORATIONS (CASINO CAREER INSTITUTE)

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- Jamaica Gaming, Betting & Lotteries Commission – Train the Trainer
- St. Claire College, Ontario – Train the Trainer, curriculum purchase
- Blackpool & The Fylde College, UK – Advisory and consulting services
- Macao Tourism & Casino Career Centre, China – Train the Trainer, Curriculum Lease, Joint Certificates, Online courses
- Barbados Department of Commerce and Consumer Affairs – Games Protection Training
- Delaware Technical & Community College – Curriculum Lease
- Northampton Community College – Curriculum Lease, Train the Trainer
- Pennsylvania Department of Labor and Industry – Develop Curriculum Guidelines for PA table games
- West Virginia State Community and Technical College – Curriculum Lease, Train the Trainer